



CITY OF COVINA

125 East College Street • Covina, California 91723-2199

www.covinaca.gov

Request for Bid (RFB) for City-Wide Janitorial Maintenance Services

Addendum #1 Issued: April 20, 2022

The changes in this Addendum shall be included in the RFB and this Addendum will be part of the RFB documents. All conditions not affected by this Addendum will remain unchanged.

The City of Covina is requesting to provide an additional price quote to be added to the RFB and RFB documents for the additional services as stated below. These additions need to be included in the overall Bid Schedules as displayed in the Scope of Services and the overall Grand Total Annual Cost.

Saturday Day-Porter Service 10:00 A.M. to 1:00 P.M. – Covina Police Department

ROOM, HALLWAY AND KITCHEN AREAS

1. Empty all trash receptacles, disinfect, and recline.
2. Dry floor and dance floor in main room**
3. Wet mop all concrete and tile floor areas, excluding vinyl floor, dance floor.
4. Vacuum all door mats.
5. Clean counters with disinfect spray.
6. Clean all interior and exterior doors, including glass areas.
7. Concrete floors, sweep including outside patio area.
8. Clean walls as needed.

RESTROOMS

1. Replenish paper supplies and soap dispensers.
2. Wet mop restroom floors with bleach disinfectant.
3. Clean and sanitize sinks, using bleach cleanser.
4. Clean and sanitize inside and outside of toilet bowls.
5. Clean and sanitize inside and outside of urinals.
6. Clean mirrors.
7. Check urinal screens and cakes and replace as needed.
8. Clean wall and exhaust fan restrooms, hallway, and main room.

TOTAL MONTHLY CHARGES WITH PRODUCT - _____

TOTAL ANNUAL CHARGES WITH PRODUCT - _____

Covina Senior & Community Center Building – Monday through Saturday before 6:45 A.M. or after 10:00 P.M. (815 N. Barranca Ave, Covina, CA 91723)

LOBBY, COMMON AREAS & HALLWAYS

- Daily Service
 1. Clean and remove smudges from entry doors.
 2. Sweep and damp mop hard surfaced floor.
 3. Clean and wipe down reception counter.
 4. Empty all trash receptacles and replace plastic liners as needed.
 5. Sweep and damp mop hard surfaced floor.
 6. Keep all common areas free of debris and litter.
- Weekly Service
 1. Clean and remove smudges from entry glass.
 2. Dust horizontal surfaces under seven (7) feet above floor.
 3. Dust and clean ledges and window sills.
- Monthly Service
 1. Remove cobwebs
 2. Dust and clean air vents
 3. Dust and clean baseboards

OFFICES & CLASSROOMS

- Daily Service
 1. Sweep and dust mop hard surface floor.
 2. Empty all trash receptacles and replace plastic liner as needed.
 3. Keep all areas free of debris and litter.
- Weekly Service
 1. Sweep and damp mop hard surfaced floor (Friday's).
 2. Dust and clean ledges and window sills.
 3. Clean and wipe down glass on doors and glass facing the hallway.
- Monthly Service
 1. Remove cobwebs
 2. Dust and clean air vents
 3. Dust and clean baseboards

FITNESS ROOM

- Daily Service
 1. Sweep and damp mop hard surface floor
 2. Empty all trash receptacles and replace plastic liner as needed.
 3. Keep all areas free of debris and litter.
- Weekly Service
 1. Dust and clean ledges and window sills.
 2. Clean and wipe down glass on doors and glass facing the hallway.
- Monthly Service

1. Remove cobwebs.
2. Dust and clean air vents.
3. Dust and clean baseboards.

DINING ROOM

- Daily Service
 1. Sweep and dust mop hard surface floor.
 2. Empty all trash receptacles and replace plastic liner as needed.
 3. Keep all areas free of debris and litter.
- Weekly Service
 1. Sweep and damp mop hard surfaced floor (Friday's).
 2. Clean and wipe down counter tops in Utility Rooms.
 3. Dust and clean ledges and window sills.
 4. Clean and wipe down glass on doors and glass facing the hallway.
- Monthly Service
 1. Remove cobwebs.
 2. Dust and clean air vents.
 3. Dust and clean baseboards.

KITCHEN

- Daily Service
 1. Sweep and dust mop hard surface floor.
 2. Empty all trash receptacles and replace plastic liner as needed.
- Weekly Service
 1. Sweep and damp mop hard surfaced floor (Friday's).
 2. Clean and wipe down counter tops.
 3. Dust and clean ledges and window sills.
- Monthly Service
 1. Remove cobwebs.
 2. Dust and clean air vents.
 3. Dust and clean baseboards.

RESTROOMS

- Daily Service
 1. Wet mop and disinfect tile floors, pay particular attention to areas under urinals and toilet bowls.
 2. Clean, disinfect and sanitize all basins, urinals, and toilet bowls.
 3. Clean trash containers and sanitary napkin containers and replace liners as needed.
 4. Clean and polish all mirrors.
 5. Fill all toilet tissue, seat covers, soap, paper towel and sanitary napkin dispensers.
 6. Spot clean with disinfectant partitions and tile walls.
- Weekly Service
 1. Damp wipe and polish all chrome, hand plates and kick plates.
 2. Remove and clean smudges from doors.
 3. Clean and wipe down partitions with disinfectant.

4. Pour clean water down floor drains where required to prevent sewer gases from escaping.
 5. Dust and clean horizontal surfaces under seven (7) feet above floor.
- Monthly Service
 1. Remove cobwebs.
 2. Dust and clean air vents.
 3. Dust and clean baseboards.

QUARTERLY SERVICE

- Interior/Exterior Window Washing

TOTAL MONTHLY CHARGES WITH PRODUCT - _____

TOTAL QUARTERLY CHARGES WITH PRODUCT - _____

TOTAL ANNUAL CHARGES WITH PRODUCT - _____